

## Meeting Minutes - Open Source Matters, Inc. Board meeting 21 January 2016

**Attendees:** Ronni Christiansen, Victor Drover, Rod Martin, Joe Sonne, Saurabh Shah, Marijke Stuivenberg, Sarah Watz

**Excused:** Martijn Boomsma, Jorge Lopez-Bachiller Fernandez, Ryan Ozimek

Quorum: Yes

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### 1) Call to order

Sarah Watz called the meeting to order.

### 2) Roll Call

The Secretary executed the roll call, establishing the presence of a quorum.

### 3) Approval of Agenda

a) Marijke Stuivenberg made the motion to approve agenda as it was written. Victor Drover seconded.

The motion passes with unanimous consent.

### 4) Report of the President

a) Internationalization

There are 2 separate events listed in Italy at the same date and city. The problem occurred when one of the organizations moved their date to an earlier time to prevent it being at the same date as JWC. In consultation with the organizers and perhaps some mediation from the project/CLT a solution will be tried to be found.

b) Marketing

A call to developers to donate a license and provide a demo for shop extensions has been done in order to build a new shop for the project. The status of this project is not known.

### 5) Report of the Treasurer

a) Financially everything is as expected. Reimbursements have been processed. The PayPal account was not reconciled since 2009, which caused some problems taxwise. Support for accounting and taxes is working well.

b) Numbers of accounts can not be provided by the Treasurer at the meeting, but he assures the board they are similar to what they used to be. 2015 preliminary reports have been produced and sent to the Finance team for review. Basically we are under budget which is good.

c) For the 2016 budget the treasurer is waiting for projected revenue. When that is done, reports should be ready. These are the two things the treasurer needs to provide to the project before starting the 2016 budget process. Plan is to have this done by the end of next week. Vic will also ask Mike Demopoulos for an update on the banner rotation system, since this could have an impact on the projected revenue.

d) Saurabh is added to the FiT as the person who can process purchases where necessary. Initial thoughts are that he will be handling FedEx and travels (in Orbitz), and managing the financial matters of domains. Authorizing Saurabh will increase the number of people that need the credit card for purchasing. At the same time a procedure containing the necessary requirements is now in place that authorizes people to use a pre-paid credit card if needed. It involves a background check, and allows people outside the US also to be able to use a pre-paid card if they can provide a legal document stating their liability.

### 6) Team Reports

a) Demo & Joomla.com

Brian Teeman stepped down from the team for personal reasons. SG looked into the provided feedback, problem is not in traffic but in conversion. Several ideas to improve are discussed.

Improving the content of the emails to customers is one of them. Increasing the templates is another. Progress is slow though and takes more time. Martijn keeps handling all the feedback provided by users. Interest for the Joomla.com sites is good, but specific user statistics could benefit marketing the service.

b) Capital Team

Status Report - Mike Demopoulos is currently leading the team, the team meets every other week. There is a new community sponsor (1000 USD). Mike and Joe are daily dealing with Google to keep them interested in partnership and banner advertising. They are desperately trying to get access to Google analytics data. Ruth can give Joe and Mike access. Mike will create reports of the website properties that will be included in sponsor packages and needed for the relationship with Google. Joe thinks the President of OSM always needs to have access to GA since it is important for the Capital Team. In OSM we have the secretary account to control these kind of services, so there is always a clear point to get access provided to the people who need it.

c) Trademark

The team had some meetings on GIP. There is still a trademark issue in China that needs to be dealt with. Financially there are not too many legal expenses. The trademark team leader will be asked to provide monthly reports

d) Certification Team

The platform is up and running, questions are in and badges are created (by Helvecio/MT). Final feedback from team members is currently processed. Prices are drafted, the MacDonaldis index is used for it. Average price will be about 50 USD. Contracts for training partners are drafted in consultation with Duke and later on will be reviewed by our lawyers. Launch of the service is close.

e) Legal Team

Questions from JED about complaints they are getting in are answered and also forwarded to check with the Software Freedom foundation. Coming up for the next weeks is the RFP contract.

## 7) Any Unfinished Business

a) Training RFP

Already mentioned above, the legal team will help creating the contract for the video training RFP. Aim is to get it ready by February 1st and get it checked by our lawyers. After that it will be as quickly as possible provided to the preferred vendor to review.

b) Google & Joomla

As already noted under the agenda point Capital Team, the necessary access to GA is desperately needed to move forward. Expectations are to have about 15k to 20k more revenue when the banner rotation is in place and working. 123rf.com will also be part of the banner rotation system.

c) Status Transition Team

The Transition Team needs to refocus and get moving forward. Sadly Helvecio stepped down from the team. Sarah had contact with Ken Crowder and TJ, currently they have 4 active members on the team. We are waiting for feedback from TJ and Ken in order to decide how to move forward.

## 8) Any New Business

a) Short term Budget 2016 resolution

In order to enable teams that need a budget to move on, and since the budget 2016 process has not started yet, a motion to a short term 2016 budget resolution is on the table.

**MOTION:**

Approve a short term budget resolution that provides that each team can use ¼ of the budget

line items and goals of the 2015 budget until the end of March 2016.

Motion brought by Vic Drover, Sarah Watz seconded.  
The motion passes with unanimous consent.

**9) Date & Time of Next Meeting**

- a) February 18, 2016

**10) Announcements**

The project can proudly add the award for the Best CMS by cmscritics.

In the Zend server plugin contest the Joomla plugin of Yireo was announced as the winner with over 30%.

Victor Drover made a motion to adjourn the meeting, Sarah Watz seconded. Motion passed by unanimous consent.

*Prepared by Marijke Stuivenberg (Secretary of the board of Open Source Matters, Inc)*